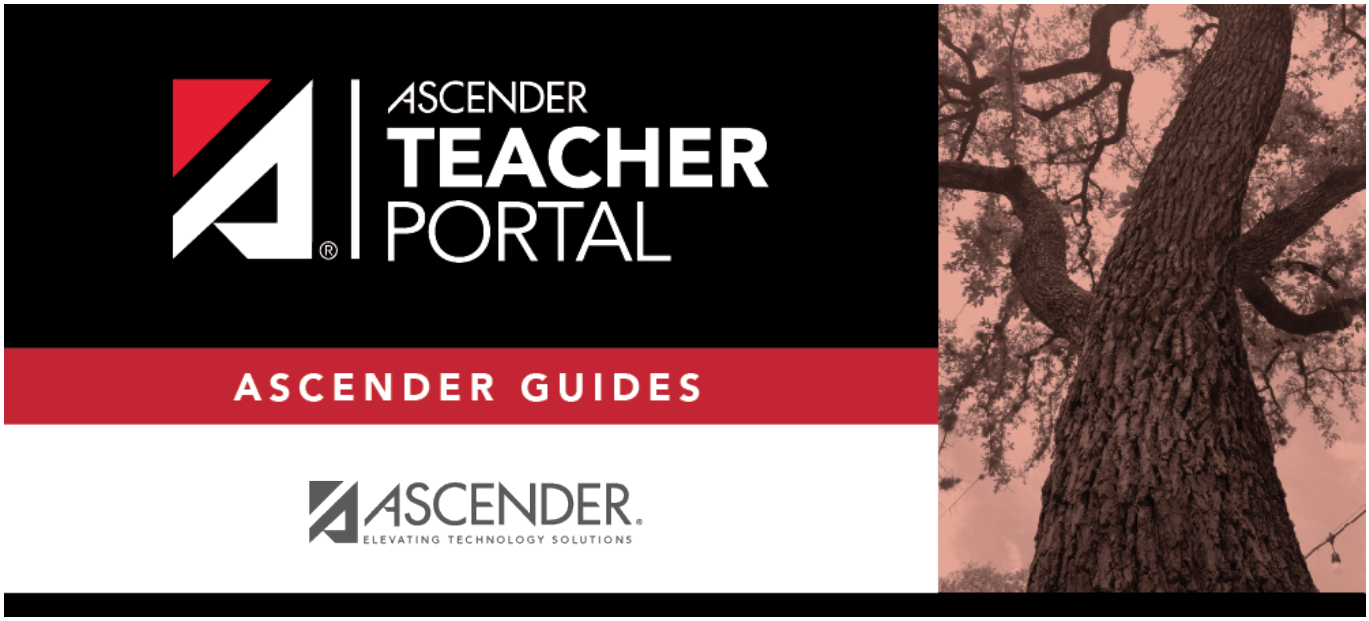

Admin - Discipline Referrals

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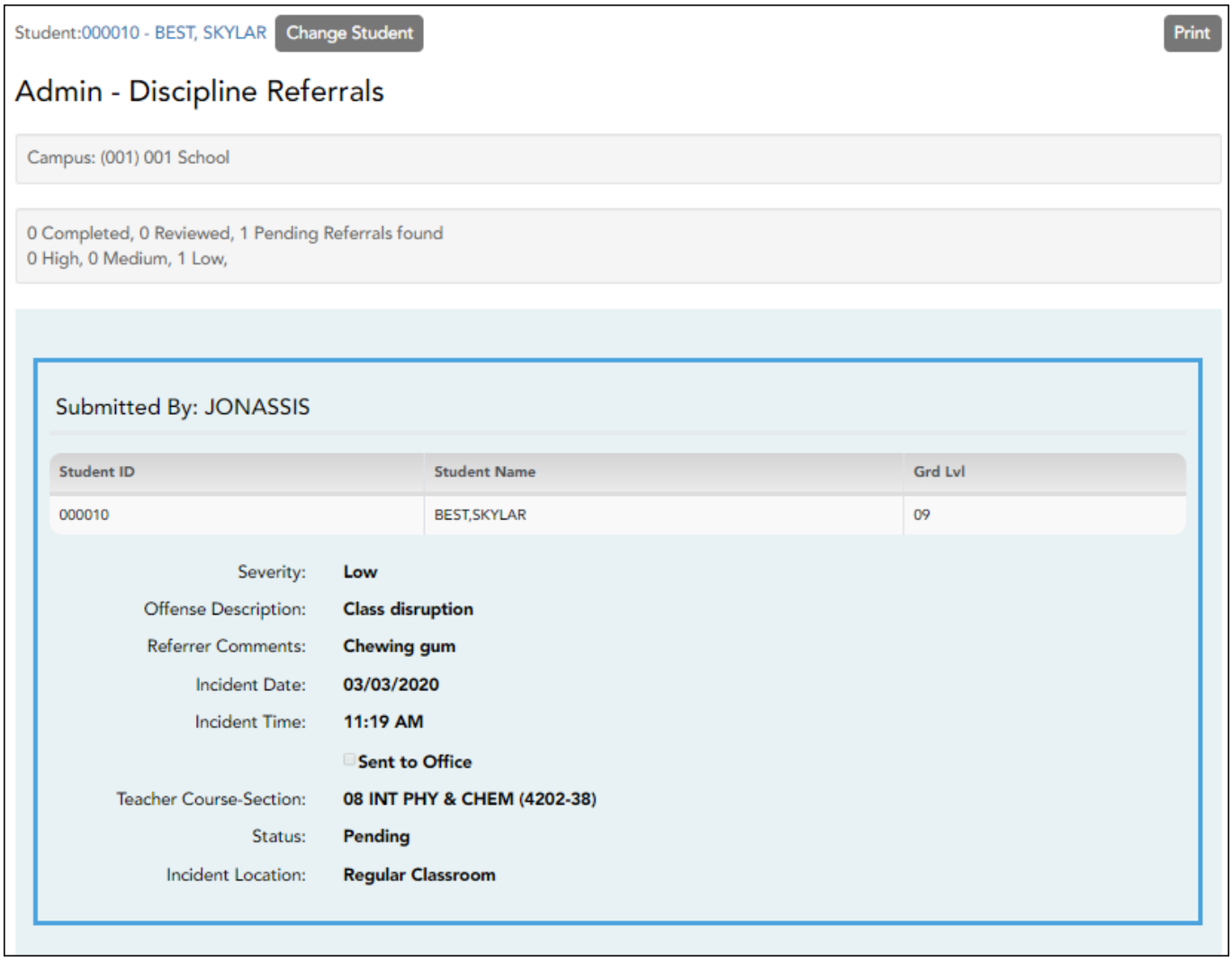
Discipline Referrals

TeacherPortal Admin > Discipline Referrals

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

The page allows administrative users to view a student's discipline records.



View data:

❑ From the Discipline Referrals Search page, locate the student for whom you want to view discipline referrals, and then click **View Details**.

The Discipline Referrals page opens allowing you to view the student's discipline data. At the top of the list, the campus is displayed, followed by a summary of referrals found by status and by severity.

❑ For each record, the following information is displayed as entered in txGradebook on Discipline > Discipline Referrals:

Submitted By	
Severity	
Offense Description	
Referrer Comments	
Date/Time of Incident	
Sent to Office	
Teacher's Course Section	
Status	**Pending** - Submitted referrals that are awaiting review and further action from an administrator. **Reviewed** - Submitted referrals that have been reviewed by an administrator, and for which the administrator is taking no further action. **Completed** - Submitted referrals that have been reviewed by an administrator, and for which further action was taken.

Change Student	
Print	Print displayed data. The Print dialog box opens allowing you to select your printer and settings. Click **Print** to continue. Otherwise, click **Cancel**.